



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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June 6, 2017

MEMORANDUM

TO: Directors/Coordinators, Exceptional Children Programs

FROM: William J. Hussey, Director *WJH*
Exceptional Children Division

RE: **New Resources – Special Education Surrogate Parent (SESP) Training Materials**

The Exceptional Children Division is pleased to provide local education agencies (LEAs) two online training modules for identifying, training and maintaining surrogate parent volunteers.

The first training module, [SESP Guidance Module](#), provides the information necessary to coordinate a special education surrogate parent volunteer program. It provides an overview for LEA staff who are involved in determining when a surrogate parent is needed as well as assigning and training surrogate parent volunteers.

The second training module, [SESP Volunteer Module](#), can be used when training volunteers on the rights and responsibilities of being a surrogate parent. It also provides a brief overview of the special education process.

Both modules are videos with accompanying transcripts. The modules and guidance manual can be found on the EC Division website at <http://ec.ncpublicschools.gov/policies/special-education-surrogate-parents>. The guidance manual also includes a section that can be used as a handbook for surrogate parent volunteers and sample forms to help the LEA in implementing procedures.

If you have additional questions, you may contact Heather Ouzts, Parent Liaison, at heather.ouzs@dpi.nc.gov.

WJH/cah

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

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